

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY ON DEMAND TESTING

CHECK LIST FOR TECHNICIANS AND TEACHERS/ADMINISTRATORS AFTER INSTALLING ON DEMAND SOFTWARE ON THE CASES SERVER.

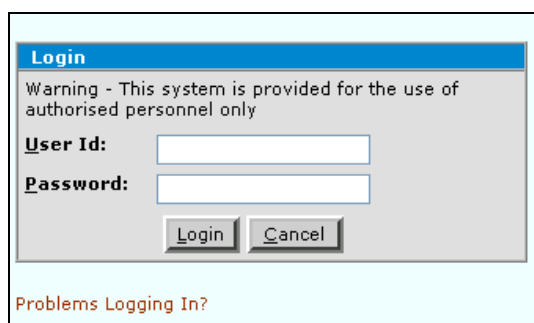
Please print and read the 3 instruction documents on the CASES Upgrade DVD pertaining to Backup/Restore (Moving the On Demand Database to the VM), Installing the On Demand VM and Importing Students from CASES before starting.

1. INSTALL ON DEMAND VMWARE ON SCHOOL SERVER. – FROM CASES UPGRADE DVD

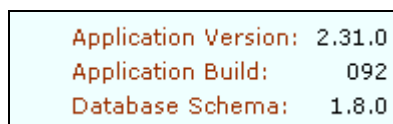
1. Check that the version of On Demand on the old CASES server is the current version **2.31.0**, Build **092**.
2. To check the version bring up the On Demand School Server Home page (IP address required)



3. Under the **School Server Links** click on *Administration Systems (authorised user only)* to bring up the Login box but **don't** login.



4. Click on the link **Problems Logging In?** below the Login box.
5. In the top right hand corner of the next screen, the version and build number will be displayed. It should read version **2.31.0**, Build **092**, Schema **1.8.0**.



If it does not read this then you should contact the VCAA Administrative Support Unit on Ph 01800 827 721 or 9651 4482 for advice

6. If it is the current version and the school **has used** On Demand before the upgrade of the CASES server then run the Restore (instructions on DVD). If the school has **not used** On Demand before then **don't restore** (as there is no data to restore)
7. Follow instructions for importing student details from CASES. Run the '**Run Student Extract**' VBS file to extract the student data **in the correct format** from CASES

8. Login to On Demand School Server through the [Administration System \(authorised users only\)](#) link and go to **Student Tracking >> School**. Click on the <Search> button for your school and click on <View> then <Import Students>.

2. CHECKLIST FOR ON DEMAND TEACHERS / ADMINISTRATORS PC'S

1. Create a Short cut or put into Favourites IP address of the On Demand School Server homepage.



Log on or while still logged into the On Demand School Server:

1. Check to see if the restore was successful by looking for downloaded tests using menu **Test Delivery >> Public** and click on the <Search> button to find and display tests.
2. Check to see if student data was imported successfully by going to **Student Tracking >> Student** and click on the <Search> button to find and display students.
3. Please note: **Pop-up blockers must be turned off**
4. Some government issued Vista laptops cannot be used to access Reports due to Internet Explorer settings. All desk tops will be able to be used to access reports.
5. Check to see if reports are accessible by going to **Reports**. Select the Report Type, Report Name. Enter the 4 digit **Test Number** in the Test Number field in the selection criteria box, TAB or ENTER. The <Preview Report> button should become active. Click on <Preview report>.

Student Workstations:

1. Create short cuts or put into Favourites the link to the On Demand School Server homepage
2. For Windows XP SP2 or VISTA **ActiveX Controls** MUST be installed on each PC.
3. Pop-up blockers must be turned off. **Tools >Pop up Blocker >Turn off Pop up blocker**
4. Internet Explorer 7 will ask the user every time it copies or clears the clipboard. In IE7 click on **Tools >Internet Options >Security >Custom Level >Scripting >(Set) Allow Programmatic Clipboard Access (...to Disable)**

OTHER USEFUL INFORMATION

Copies of the November 2008 version of **Teacher Training Guide for On Demand Testing** and other useful documentation is available on the VCAA website at the following link.
<http://www.vcaa.vic.edu.au/prep10/aim/ondemand/docodownload.html>

CONTACTS

Any queries should be directed to the **VCAA Administrative Support Unit** on **1800 827 721** or **9651 4482**. Please leave a message on our Voice Mail service if we are unable to answer your call immediately. Alternatively **Fax** enquiries to **9651 4551** or **E-mail** to vcaa.ondemand.support@edumail.vic.gov.au